

Town of Buckeye – Community Services

Dr. Saide Recreation Center – 1003 E. Eason Ave. 623-349-6350

Kid's B.A.S.E. Program



The Kid's B.A.S.E. (**B**efore and **A**fter **S**chool **E**nrichment) Program provides a safe and exciting place for children to be during out-of-school time. The mission of the Kid's B.A.S.E. program is to provide an environment that keeps youth safe while preparing them for success. Our creative programming will enhance self confidence, self expression, social skills and cognitive skills while keeping youth physically active.

Participants:

The Kid's BASE Program is a part-day care program for students in grades K-8.

Where:

Sundance Elementary 23800 W. Hadley Rd. Buckeye, AZ 85326 623-649-8586

Bales Elementary 25400 W. Maricopa Rd. Buckeye, AZ 85326 623-694-3707

<u>Jasinski Elementary</u> 4280 S. 246th Ave. Buckeye, AZ 85326 623-694-7198 Tartesso Elementary 29677 W. Indianola Rd. Buckeye, AZ 85326 623-764-4356

Inca Elementary 23601 W. Durango St. Buckeye, AZ 85326 623-764-4474

West Park Elementary
Students will be transported to Bales site
After school care available only
Space is limited
623-694-7198

When:

Buckeye Elementary School District:Saddle Mountain School District:August 8, 2012 – May 23, 2013August 13, 2012- May 24, 2013Monday – FridayMonday - Friday

AM Care: 6:00 am – until school starts

AM Care: not offered

PM Care: End of School – 6:30 pm

PM Care: 2:30 pm – 6:30 pm

Extended Care: 1:30 pm - 2:30 pm (K-3rd grades)

The program is open at dismissal time for early release days and parent conference days, however will be closed on national and school holidays.

Fees:

One Time Registration Fee:\$25Extended care (Tartesso only):\$4/day or \$15/weekAM Care:\$5/day or \$20/weekPM Care:\$11/day or \$50/week

Payments are due every Friday prior to the week of attendance. Accounts not paid by Friday will be assessed a \$10 late fee. It is required that the participant's attendance is contracted.

Accounts will be billed for selected days according to the attendance contract. Changes of contract are due the Friday before the week of attendance.

Children who attend days not contracted will be assessed a non-contracted fee of \$5/day.

Payments can be made by check or money order at the site or with cash, check, credit cards or money order at the Recreation Center located at 1003 E. Eason Ave. (Monday-Thursday 9am-7pm). Phone payments accepted during Recreation Center office hours at 623-349-6350.

Program Guidelines:

<u>Refunds</u>

The Town of Buckeye Community Services Department Kid's B.A.S.E. Program will not issue any refunds regardless of withdrawal, illness, absence, suspension or expulsion.

Enrollment

To enroll your child in Kid's B.A.S.E. parents/guardians must complete and return the following to the Town Buckeye Recreation Office located at 1003 E. Eason Ave., Buckeye, AZ 85326:

- 1. \$25 registration fee.
- 2. First week's payment.
- 3. Fee attendance contract. Signed.
- 4. Discipline policy. Signed.
- 5. Blue Immunization Card. Complete, leave no line blank. If the question/line does not apply, write "none" or "N/A". Each child must have 2 local emergency contacts who do not live with each other or the child, besides the 2 parents authorized to pick-up your child in case of an emergency.
- 6. Copy of immunization record from state licensed approved source (not from elementary school)

Children will not be able to begin attending the program until all necessary paperwork is filled out COMPLETELY. Children may begin attending the program 48 hours after all completed paperwork is turned in to recreation office. Registration must be done at the Recreation Office Monday – Thursday 9:00 a.m. – 7:00 p.m.

Dis-enrollment

To dis-enroll your child from the Kid's B.A.S.E. Program, a Change of Contract form is required. If your child has not attended for 2 weeks without prior notification, your child will be automatically withdrawn and the payment for the 2 weeks will remain due on your account. Reenrollment with payment of the \$25 registration fee and any past due amount will be required to attend again.

DES Funding

The Town of Buckeye Kid's B.A.S.E. Program is a DES contracted child care program. Call 623-925-0095 to find out if you qualify for child care assistance.

Sian In/Out

Sign In: Participants must be signed in daily by a parent or authorized person. A child may not sign themselves in. To sign the child in, a parent or authorized person must accompany the child to the site and write their full name and time on the authorized form. The Site Leaders are authorized to sign the child in from class.

Sign Out: For the safety of the children we require that parents or authorized persons sign the child out each day. **A child may not sign themselves out.** To sign a child out, a parent or authorized person must visit the site and write their full name and time on the form. The Site Leaders are authorized to release the child for class.

A child enrolled in the Kid's BASE Program will only be released to those persons authorized with their actual signature on the registration form. NO exceptions will be made without the advance written permission of the parents or telephone authorization. Individuals will be required to show proof of I.D. to the staff when the child is picked-up. If one person has the sole custody of a child, a legal document must be on file with the site stating the name of the legal guardian.

Parents/guardians have access during program operation hours to the areas on facility premises where their child(ren) are receiving child care services.

Late Pick-Up

A late charge of \$15 per every 15 minutes after the scheduled ending of the program (per the school clock) will be assessed for the late pick up of participants. Late pick-up fees must be paid prior to the return of the participant.

1st Time: Verbal warning

2nd Time: Fee plus written warning 3rd Time: Fee plus 3 days suspension 4th Time: Removal from the program



Absences

If your child will not be attending the Kid's B.A.S.E. Program as scheduled, please call your child's site and notify his/her teacher. Credit will not be issued for days missed unless change of contract form is filled out the Friday prior to absence.

<u>Illness</u>

It is important for parents who have children in the Kid's B.A.S.E. Program to understand that their child's health affects the health of other children and staff members in the program.

Do not bring your child to the Kid's B.A.S.E. Program if they have any of the following signs or symptoms of being ill:

- 1. Fever. Participants must be fever free for 24 hours in order to return
- 2. Any contagious disease such as strep throat, pink eye, chicken pox, etc.
- 3. Vomiting

- 4. Serious/hard coughing or difficulty breathing
- 5. Rash/sores
- 6. Diarrhea
- 7. Mucus or pus from red eyes
- 8. Thick drainage from the nose
- 9. Sore throat

If your child becomes ill during the program, a staff member will attempt to contact a parent or authorized designee to pick-up the participant.

Medication

Kid's B.A.S.E. Staff may administer medication. The parent/guardian must complete a Medication Release Form and bring the prescribed amount of medication in the original container to authorize giving medication to a child. Forms are available at the site.

Emergencies

If your child has an accident, injury or emergency while at the Kid's B.A.S.E. program that requires medical treatment by a health care provider, a staff member will immediately notify the child's parents. For this reason, it is essential that all forms have current names and phone numbers. A written emergency report will be completed.

Phone Number Changes

Please notify staff if phone numbers change at any time during the program. If contact numbers are inoperable, you will be given 3 business days to provide the program with replacement numbers or contacts before being automatically withdrawn from the program. Re-enrollment with payment of the \$25 registration fee and any past due amount will be required to attend again.

Toilet Training

Children **MUST** be toilet trained. Occasionally, accidents will happen, however if your child has frequent urine and/or bowel accidents occur (3 or more within 5 day period) or wears pull ups, then they do not meet this requirement. Please understand that if your child does exhibit signs of not being fully toilet trained, you will be asked to remove your child from the program. If an accident happens, a parent or guardian is expected to either pick up the child or bring change of clothes/cleansing products within 1 hour from the time parent/guardian is notified. If a child has three consecutive accidents or a total of five non-consecutive accidents, he/she may be dis-enrolled from the program.

Snack

Afternoon snack provided. Additional snack may be provided by parent. Snack menu posted at site.

Transportation

Transportation will not be provided by the Town of Buckeye.

Field Trips

For any field trip taken during program operation hours, a field trip permission slip must be signed by the parent or guardian. During field trips, staff maintains child to staff ratio and follows DHS licensing requirements to manage children during entire duration. Parents are not permitted to pick up or drop off their children at field trip destination. Additional fees may apply to field trips.

Child's Personal Property

The Town of Buckeye cannot be responsible for lost, stolen, or broken property. It is **strongly** recommended to leave all valuables at home.

<u>Licensing</u>

Town of Buckeye Kid's B.A.S.E. Program is regulated by the Arizona Department of Health Services, located at 150 N. 18th Avenue, Suite 400, Phoenix, Arizona, 85007, phone number (602) 364-4768. Inspection reports are completed by DHS and are available at the BASE site upon request.

Special Needs Youth

Parents/Guardians of special needs youth should contact Erin Preston at 623-349-6612 regarding enrollment to better prepare for any needed accommodations.

Insurance

The Town of Buckeye carries liability insurance for all its operations, including town-sponsored recreation programs. Documentation of insurance is available for review at BASE site.

Pesticides

If pesticides are sprayed on the premises, notification will be posted at least 48 hours before the pesticide is applied by the school.



What is a Typical Day at the Kid's BASE Program?



The Kid's BASE program has weekly themes that are designed to captivate your child in various projects, activities and educational lectures. Our experienced, trained and qualified staff will provide stimulating programming to fit your child's interests while also keeping them physically active throughout the day.

Typical Before School Activities:

- Check in with site leaders
- Activities to include arts and crafts, motor skill development, and creativity.

6:00 am - School Starts

- Group projects that will develop teamwork skills.
- Group gym and outside games that promote physical fitness.
- Children are released to the playground/cafeteria when school campus opens.

Typical After School Activities: End of School Day – 6:30 pm

- Check in with site leaders
- Homework Hub
- Nutritious snack
- Group projects that will develop teamwork skills.
- Activities to include arts and crafts, motor skill development, and creativity.
- Group gym and outside games that promote physical fitness.
- Activities to promote pride and ownership in classroom and create friendships.

Holiday and Vacation Days

The Town of Buckeye Kid's B.A.S.E. Program will be closed on all school holiday, in-service days, and vacations unless otherwise advertised.

Early Release and Parent/Teacher Conference Days:

When school releases the children early, the program will open at the dismissal time to accommodate these children. Please check with staff for the early release schedule.





Fee Attendance Contract

This form must be completed and submitted with the registration form.

I hereby agree to accept full responsibility for payment of all registration and miscellaneous fees required for my child/children to attend the Kid's B.A.S.E. Program. **Children who attend days not contracted will be assessed an additional \$5 fee per day.**

6:00 a.m. until school opens	\$20 / Week		\$5 / Day
MondayTuesday \	Wednesday	Thursday	Frida
Extended Day Care (Tartesso Elementary 1:30 p.m. – 2:30 p.m.	K – 3rd Grade) \$15 / Week		\$4 / Day
MondayTuesday \	Wednesday	Thursday	Frida
After School Care School Dismissal until 6:30 p.m.	\$50 / Week		\$11 / Day
MondayTuesday \	Wednesday	Thursday	Frida
Total Cost \$			
absences. Refunds or credits will not be			of school holi
absences. Refunds or credits will not be I understand that my child's fee is based on operation to the week of participation or a penalty I also understand that a late pick-up fee will be	given for days missed. days/week enrolled, and of \$10 will be assessed.	that payme	ent is due the
I understand that my child's fee is based on oprior to the week of participation or a penalty I also understand that a late pick-up fee will be past 6:30 p.m. (i.e. 1-15 minutes, \$15, 15-30)	days/week enrolled, and of \$10 will be assessed. De assessed at the rate of minutes, \$30, etc.)	that payme	ent is due the very fifteen m
I understand that my child's fee is based on oprior to the week of participation or a penalty I also understand that a late pick-up fee will be past 6:30 p.m. (i.e. 1-15 minutes, \$15, 15-30)	days/week enrolled, and of \$10 will be assessed. De assessed at the rate of minutes, \$30, etc.) DEFOLICY (Change by that prior notice is required you decide to change or riday in writing for the foryour current contract. You	that payments of \$15 for expense of Contract of Contra	ent is due the every fifteen meters. Cts) rminate or chatchild's enrollneek to the site
I understand that my child's fee is based on oprior to the week of participation or a penalty I also understand that a late pick-up fee will be past 6:30 p.m. (i.e. 1-15 minutes, \$15, 15-30 WITHDRAWAL / CHAN It is the Town of Kid's B.A.S.E. Program Policenrollment in the program. If for any reason the program, notification must be made by Figor the Recreation Office to release you from	days/week enrolled, and of \$10 will be assessed. The rate of minutes, \$30, etc.) IGE POLICY (Change by that prior notice is required you decide to change or riday in writing for the formula of the staffing, supplies, and the staffing supplies sup	that payments of \$15 for extending to tending your collowing we count and snacks	ent is due the every fifteen months or characteristics of the site
I understand that my child's fee is based on a prior to the week of participation or a penalty. I also understand that a late pick-up fee will be past 6:30 p.m. (i.e. 1-15 minutes, \$15, 15-30) WITHDRAWAL / CHAN It is the Town of Kid's B.A.S.E. Program Policenrollment in the program. If for any reason the program, notification must be made by Fior the Recreation Office to release you from to 623-349-6356. This will allow for adjustment understand that if my child attends days	days/week enrolled, and of \$10 will be assessed. The rate of minutes, \$30, etc.) IGE POLICY (Change by that prior notice is required you decide to change or riday in writing for the feature of the fea	that payments of \$15 for extending to the total displaying we continue to the total displaying we continue to the total displaying the	ent is due the every fifteen months or characteristics. The child's enrollneek to the site in changes in seen an additional each and each an additional each and each an additional each and each each and each each each each each each each each
I understand that my child's fee is based on a prior to the week of participation or a penalty. I also understand that a late pick-up fee will be past 6:30 p.m. (i.e. 1-15 minutes, \$15, 15-30 \frac{\text{WITHDRAWAL / CHAN}}{\text{L}} \text{It is the Town of Kid's B.A.S.E. Program Policenrollment in the program. If for any reason the program, notification must be made by \frac{\text{F}}{\text{L}} or the Recreation Office to release you from to 623-349-6356. This will allow for adjustment that if my child attends days per day fee will be added to my bill.	days/week enrolled, and of \$10 will be assessed. The assessed at the rate of minutes, \$30, etc.) IGE POLICY (Change by that prior notice is requived you decide to change or riday in writing for the forward current contract. You that I have not contract tify my child's teacher of OR CREDITS FOR ABS	of \$15 for e of Contract uired to ter drop your collowing we ou may fax and snacks eted to atte	ent is due the every fifteen more cts) rminate or charchild's enrollmek to the site in changes in s. end, an additional settle control of the settle cont
I understand that my child's fee is based on a prior to the week of participation or a penalty. I also understand that a late pick-up fee will be past 6:30 p.m. (i.e. 1-15 minutes, \$15, 15-30 WITHDRAWAL / CHAN I is the Town of Kid's B.A.S.E. Program Policenrollment in the program. If for any reason the program, notification must be made by Fior the Recreation Office to release you from to 623-349-6356. This will allow for adjustment of the program of the will be added to my bill. If understand that it is MY responsibility to not understand that there are NO REFUNDS	days/week enrolled, and of \$10 will be assessed. The rate of minutes, \$30, etc.) IGE POLICY (Change by that prior notice is required you decide to change or riday in writing for the found of the sum of the su	that payments of \$15 for experience of Contraction with the desired to the drop your pollowing we control and snacks and snacks of the detection of the detecti	ent is due the every fifteen months or character or chara



Town of Buckeye Kid's B.A.S.E. <u>Discipline Policy</u>



To ensure the safety of all participants and staff, the Town of Buckeye staff will implement an assertive discipline program. Children involved in our program are expected to follow the rules and direction of the Kid's B.A.S.E. site staff. The following are guidelines used when disciplinary action becomes necessary due to unacceptable behavior.

- 1. Warning for specific unacceptable behavior.
- 2. Separation from group with a warning of future consequences for repeated behavior.
- 3. Separation from group with a warning and write-up for repeated behavior.
- 4. Separation from group with a call to parent or guardian and a write-up.
- 5. Parent/Guardian conference to discuss corrective action and consequences for future incidents.
- 6. Suspension. 1 to 2 scheduled days from the program and /or the remainder of the day. (<u>NO</u> <u>REFUND FOR SUSPENSION OR EARLY PICK-UPS ON SCHEDULED DAYS).</u>
- 7. Repeated aggressive / inappropriate behavior with 3-5 suspensions will result in removal from program with approval from Recreation Coordinator and Manager.

Some actions will result in an automatic suspension or dismissal from the program. Parents / Guardians will be contacted immediately to pick-up their child from the program. The participant will be suspended for the following day(s) and/or dismissed from the program. The following are actions that will result in automatic suspension or dismissal.

- 1. Showing extreme disrespect or disruption (abusive language).
- 2. Damaging the recreation site (school or bus) or supplies or stealing property.
- 3. Endangering another child or staff verbally (threats) or physically (hitting, spitting, biting, throwing objects, etc.).

The Town of Buckeye Community Services Department reserves the rights to withdraw a
participant from the program if all discipline options have been exhausted and/or demonstration
of extreme behavior that may put participants and staff in danger (i.e. verbal or physical actions
including fighting, threats).

I have read the Kid's B.A.S.E. Discipline Policy" and fully understand the process to be used for discipline issues.

I/we hereby release and forever discharge the Town of Buckeye, its elected and appointed officials, directors, officers, boards, commissions, agents, representatives, servants and employees from any and all claims of any kind or character which I/we have or may have against them due to my participation, or my child's participation, in a Town of Buckeye recreation program. The waiver includes all damages, losses, costs, expenses, and injuries that allegedly occur during the course of the recreation program. In that regard, I/we consent to indemnity, defend and hold harmless to the fullest extent permitted by law the foregoing persons and entities from any loss or damages, including reasonable attorney's fees and litigation expenses, which may be incurred by them in the event any such claims are asserted against them or any of them. I/we understand that medical claims are my/our responsibility. I/we give permission for my child to be video taped or photographed by the Town of Buckeye employees to be used at the site for activities and for any program advertisements for the Town of Buckeye.

Participant Name	School	Grade	Teacher
Parent/Guardian Signature			Date